

Air Travel

Council Policy Number	109
Date adopted	17 March 2020
Scheduled for review	March 2024



Purpose

To establish clear and consistent guidelines for interstate and international air travel whilst on Campaspe Shire Council ('Council') business.

Policy Statement

All air travel must be booked by either an Executive Assistant, the Council Support Officer or the Training and Volunteer Coordinator on receipt of an approved Training Request Form, allocating a cost centre and general ledger number.

1. Interstate Travel

- a. All domestic air travel will be in economy class.
- b. Approval must be obtained from the Executive Management Group and the Chief Executive Officer prior to any booking made.
- c. The traveller must comply with all Terms and Conditions of the airline being utilised.

2. International Travel

- a. Approval must be obtained by the Chief Executive Officer prior to any booking made.
- b. Where the total flight time is eight hours or more, travel may be in business class, allowing for business to be conducted on arrival at the destination.
- c. If the travel is part of a community delegation, economy class travel may be required.
- d. The traveller cannot convert the cost of approved business class travel, to economy travel, and use the savings for personal use.
- e. All bookings for international travel must include acceptable travel insurance to be taken out at the time of booking flights.
- f. The traveller must comply with all Terms and Conditions of the airline being utilised.

Any alterations to interstate or international air travel bookings must be made by an Executive Assistant or Council Support Officer and only once those alterations have been approved by the Chief Executive Officer.

A Statement of Interstate/Overseas Travel Form (Attachment 1) must be completed and kept in accordance with Section 222 of the *Local Government Act 1989*. Travellers must complete the form detailing costs associated with such travel and provide a completed form for the Public Register. Please note that travel to a neighbouring interstate municipality (i.e. Murray River Council) is not included in the public register.

Exclusions

Nil

Human Rights

This policy has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

Definitions

Interstate travel	Air travel to States other than Victoria.
International travel	Air travel to countries other than Australia.

Related Legislation

Nil

Related Policies, Procedures and Strategies

Council Policy 058 - Councillor Support and Entitlements
 Internal Policy INT169 - Hospitality and Entertainment Expenditure
 Internal Procedure PR119 – Training and Development

Attachments

Nil

Review Period

Four years

Responsible officer

General Manager Corporate Services

Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

Approval History

Adopted	21 August 2007	Minute Book Reference No 11353 (item 9.3)
Revised	21 August 2012	Minute Book Reference No 1057 (Item 4.16)
Revised	19 August 2014	Minute Book Reference No 878 (Item 6.1)
Revised	21 November 2017	Minute Book Reference No 3382 (item 6.3)
Revised	17 March 2020	Minute Book Reference No 461 (item 9.1)
Revised	22 February 2021	Administrative update to apply consistent references to Campaspe Shire Council ('Council')

Chief Executive Officer: 

Date: 24/2/2021